

**INTERAGENCY COORDINATING COUNCIL COMMITTEE  
MEETING MINUTES**

**COMMITTEE:** Family Resources and Supports Committee  
**DATE:** November 17, 2004

**COMMITTEE MEMBERS**

**CHAIRPERSONS:** Theresa Rossini and Debbie Sarmento  
**MEMBERS PRESENT:** Sherry Torok, Al Milan, Julie Kingsley, Terry Colborn,  
Laurie Jordan, Kay Ryan and Doug Cleveland

**MEMBERS ABSENT:** Jan Kearns, Nina LaVine, Juno Duenas

**DDS LIAISONS:** Sharon Rea Zone and Cheri Schoenborn  
**CDE LIAISON:** Mary Smithberger

**STAFF/RECORDER:** Stephanie Myers, WestEd/CPEI

**SUMMARY OF IMPORTANT POINTS, ACTIONS CONSIDERED AND  
RECOMMENDATIONS**

**I. INTRODUCTIONS AND OPENING COMMENTS:** The meeting was called to order by both Theresa Rossini and Debbie Sarmento, Co-Chairs and introductions were made by members present. Everyone was welcomed.

**II. AGENDA REVIEW:** Agenda was reviewed and accepted.

**III. REVIEW AND APPROVAL OF MINUTES:** Minutes were read and approved.

**IV. DISCUSSION ITEMS AND COMMITTEE ACTIVITIES:** In sub groups the Committee worked on three priority areas of Transition:

- Family Interview Questions
- Strategies for Collaboration
- Family Support Guidelines

**Group 1: Transition – Family Interview Questions**

Group 1 reviewed and discussed the Family Interview questions and discussed what items to bring to the large group for recommendations around the Family Interview questions.

The key points included:

- Up number of reviews of children in transition (target #)
- Perform record review prior to parent interview (probe better)

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- Develop specific survey questions for transition to give at the end of the parent interview (quality)
- Have group interview on transition – have children over 3
- Partner with CDE “focused monitoring groups”
- The outcome: Collect data on transition to document and identify barriers as well as identifying strategies for good transition.
- The cost: Minimal if incorporated into current system of monitoring – analyze data. Partner with CDE to share information and data.

The key points for next steps included:

- Questions/survey to be developed (Family centered)
- Finalize questions/survey at 2/05 meeting
- Circulate to other committees for input/review
- Executive Committee

### **Group 2: Transition – Strategies for Collaboration**

Group 2 reviewed and discussed Strategies for Collaboration and writing a “white paper.” The group also focused on what should be included for recommendations around Strategies for Collaboration.

The key points included:

- Strategies for collaboration at the State and local level
- Looking at existing Family Resource entities, who, what, when, how
- State strategies – best practice at State level
- Local strategies – examples of collaboration “best practice”
- Ensure families have a single point of contact for resource to obtain initial and ongoing information about referral for child services
- Measurable outcomes: Over 5 year through Family satisfaction Monitoring and ES FRC reporting. Determine if families are better off with collaborative FRC services
- Feasible: the right thing to do
- Executive Committee Consensus – seek

The key points for next steps included:

- Each ICC Participating Agency to provide contact list (Cheri draft template for 2/05 meeting)
- Whom they fund
- How funded
- Where provided/geographical area
- Target population/ age / other focus
- How many served annually
- Sherry, Laurie and Debbie to take to FRCNCA meeting in December
- Draft for February 2005 meeting State and local strategies for collaboration

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### **Group 3: Transition – Family Support Guidelines**

Group 3 reviewed and discussed the current Family Support Guidelines. The group is focused on the elements of the Family Centered approach and how that is carried out the Family Support Guidelines. This group addressed the organization of the guidelines and the need to update. This group then discussed and started on recommendation(s) for the Family Support Guidelines document.

The key points included:

- Develop definition and elements of Family Centered
- Review document for Family Centered approach and Transition to be infused
- Look at the organization of the Family Support Guidelines for the philosophical statement to be up front
- Measurable outcomes: Updated and revised Family Support Guidelines to be incorporated into the Early Start Institute Training's
- Monitoring visits to include Family Centered questions
- Revisions in the monitoring document to include Family Centeredness
- Cost: time and allotted funding already in place for updating and revising Early Start materials.
- Executive Committee Consensus – It is time, the last changes and final approval for this document was in 1994

The key points for next steps included:

- Complete definition and elements of Family Centered
- Review and give recommendations for infusing Family Centered language into the Guidelines
- Final recommendations to Public Awareness and Quality Assurance for input and comments.
- Revisions and recommendations then to the ICC for approval to advise DDS of incorporating the Family Centered piece within the monitoring questions and documents.
- Review, recommendations and input will be by email with a final draft for the February 2005 meeting.

### **V. OTHER:**

- ICC Annual Report feedback to be given to Cheri or Dr. Peterson
- National Parent Award please give nomination to Cheri or Dr. Peterson

### **VI. NEXT STEPS:**

The Committee decided that the best way to give and receive feedback is through email. The group decided for any further comments or additions or suggestions are to be through email communication with a deadline date for each item. Teleconference calls and interim meetings are too difficult for people to attend. It was agreed upon.

### **VII. ADJOURNMENT:**

The committee adjourned at 4:30 p.m.